



King County

**LATENT/PHOTO OPERATIONS MANAGER
KING COUNTY SHERIFF'S DEPARTMENT
REGIONAL AFIS (AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM) SECTION
Annual Salary Range: \$61,118 – \$77,176
Job Announcement: 05LW4823
OPEN: 1/3/05 CLOSE: Open Until Filled**

WHO MAY APPLY: This Civil Service position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Human Resources Division, 500 Fourth Avenue, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: Submit the following: [King County Application Form](#), [Applicant Data Sheet](#), Supplemental Questions, Self-Screening Background Questionnaire, and your PROFESSIONAL RESUME.

WORK LOCATION: Downtown Seattle with occasional travel to other locations within King County.

WORK SCHEDULE: This position is not overtime eligible, and is primarily day shift. There may be the potential for meetings outside of regular business hours. The potential may exist to respond to crime scene callouts, which may include evenings and weekends.

PRIMARY JOB DUTIES INCLUDE: This is a senior technical manager position which oversees the Latent Print Unit and the Photo Lab operations in the Regional AFIS Section of the King County Sheriff's Office.

- Prepares official correspondence and assists in the research and preparation of technical system designs and contracts relative to the operation of the Regional Automated Fingerprint Identification System.
- Creates, implements, problem solves, and maintains policies and procedures for optimum efficiency and effectiveness in the AFIS Latent and Photographic Units.
- Promotes external communication and public relations by functioning as a liaison between the King County Regional Latent/Photo Operations and the King County Sheriff's Office precincts & contract cities, suburban jurisdictions, Seattle Police Department, and Bellevue Police Department and for any operational issue or concern that may arise.
- Supervises three (3) first-line supervisors who supervise a total of 24 specialized technical and administrative staff. This includes managing the Units' daily operations and projects. It involves all short- and long-range planning relative to the effectiveness and efficiency of the operations.
- Monitors personnel issues, resolves conflicts, mediates disputes, and makes recommendations on hiring decisions and disciplinary actions.
- Oversees the internal quality assurance program for latent searches on King County Regional, Washington State Patrol, Federal Bureau of Investigation, and Western Identification Network AFIS systems.

- Directs the analysis of data, reports, and forecasts for AFIS budget and levy preparation and ensures compliance with levy mandates. (Note that the Latent Unit is funded by the AFIS Levy, and the Photography Unit is funded by the King County Sheriff's Office operational budget. Thus two separate budgeting processes are required.)

QUALIFICATIONS: Four-year college degree is required in Natural or Applied Science (Criminology, Chemistry, Biology), Public or Business Administration, Communications or related field. One (1) year supervisory experience may be substituted for each year of required education in a medium to large identification section, to a maximum of four (4) years. Minimum of five (5) years work experience in the highly technical and specialized field of Latent Fingerprints, Crime Scene Processing and Forensic Photography; three (3) years of supervisory experience in a mid- to large identification section; and basic and advanced fingerprint training given by the FBI. Advanced Administrative Latent Fingerprint Course and Advanced Photography Course instructed at the FBI Academy in Quantico, Virginia is highly desirable.

KNOWLEDGE AND EXPERIENCE IN THE FOLLOWING AREAS: AFIS Computer System, Fingerprint Science and Technology, and Forensic Photography. Also required is a thorough knowledge of Community Oriented Policing concepts, facilitation, negotiation, a record of innovation in problem solving approaches to identified projects public relations, team building, and oral presentation and written skills. Project management skills are highly desirable.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License. Occasional lifting.

All Civil Service applicants must be US citizens who can read and write the English language fluently. All applicants must complete a thorough background investigation, including a polygraph examination.

UNION MEMBERSHIP: Employees in this job must join the Public Safety Employees Union, Local 519.

CLASS CODE: 8905

SELECTION PROCESS

Latent/Photo Operations Manager

1. Applicants must submit the King County Application Form, Applicant Data Sheet, Self-Screening Questionnaire, the completed Supplemental Questions and your personal resume to the King County Human Resources Division by 4:30p.m. on the due date.
2. Applicants meeting the basic qualifications will be further screened based on the ability to follow instructions, and the clarity, completeness, and content of their responses to the supplemental questionnaire by subject matter experts. Successful candidates will then be contacted for oral board interviews; however, other testing may be included.
3. All applicants will be notified, in writing, of the status of their application.
4. This recruitment will create a list of competitive candidates to fill the vacancy of Latent/Photo Operations Manager.

SELF SCREENING QUESTIONNAIRE LATENT/PHOTO UNITS MANAGER

Applicant Name: _____

In order to apply for the King County Sheriff's Office, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. **Dishonest answers will be grounds for rejecting your application.** If you have questions regarding the meaning of any statement listed below, or you have committed illegal actions (whether or not you were caught) other than very minor actions, such as stealing a pencil from your employer or a candy bar as a child, seek clarification with our Background Investigator at (206) 296-4074 **before** you submit your application.

1. Are you now a United States citizen?	YES	NO
2. Can you read, write and speak the English language so as to be easily understood?	YES	NO
3. Will you agree to a criminal history background check as part of the initial application screening process?	YES	NO
4. Have you been convicted of a felony as an adult?	YES	NO
5. Have you bought, sold, possessed, transported or used marijuana within the last three years?	YES	NO
6. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	YES	NO
7. Have you ever committed any serious illegal acts (whether or not you were caught)? <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
8. Do you have now, or can you obtain a valid Washington State driver's license by the time of hire?	YES	NO
9. Do you exceed the 6-point driving violation limit for the most recent 36 months, when the King County Sheriff's Office driving standards are applied to your driving history?	YES	NO

KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS

(For 36 months preceding the date of application)

<u>Violation</u>	<u>Points</u>	<u>Violation</u>	<u>Points</u>
Revocation of driver's license	8	Hit and run (unattended)	6
Denial of issuance of driver's license	8	Driving while driver's license suspended (DWLS)	4
Negligent homicide	8	Speeding in excess of the posted limit:	
Driving while intoxicated (involving an accident)	8	0 – 14 over	2
Driving while intoxicated (no accident involved)	6	15 – 19 over	3
Reckless driving (involving an accident)	8	20 – 25 over	4
Reckless driving (no accident involved)	6	Over 25	6
Negligent driving (involving an accident)	6	Convictions or forfeitures for other moving	
Negligent driving (no accident involved))	4	violations:	
Hit and run (attended)	8	each violation involving an accident	4
		each violation not involving an accident	2

Signature: _____

Date: _____

Latent/Photo Operations Manager Supplemental Questions

Please write clear, concise and complete answers to each of the following questions on separate, plain white, 8.5 x 11 paper. Handwritten answers will not be accepted. Identify each page with your name and the date on the top right corner of each sheet of paper that you submit. These questions, along with your application, will allow raters to assess your ability to perform critical elements of the job. In addition, your answers will be evaluated for content and effectiveness, as well as spelling, grammar, punctuation.

1. Describe your supervisory and management style.
2. Scenario: You are the newly appointed Forensic Operations Manager for King County. First-line staff of one of your units comes to you with complaints of harassment, bigotry, and intimidation by their unit supervisor. What would you do? Be detailed in addressing your plan of action. Be sure to include all concerns and potential risk factors.
3. Scenario: One of the Suburban Live Scan agency's representatives is dissatisfied with one of your units' operational procedures. Not only are the complaints getting increasingly hostile and attacking during public meetings, they are actively spreading discontent among the other suburban users and creating a negative attitude towards the program. How would you handle this situation? Be detailed and specific in addressing this problem.

Resume

Please submit your personal resume with your application packet. It should contain information supporting your experience and/or training in the areas mentioned under "Qualifications" and "Knowledge and Experience" in this job announcement. The content, clarity and conciseness of the resume will also be evaluated by our subject matter experts.